File No. LL1



City of Gresham Type I Lot Line Adjustment and Lot Consolidation

(Final Survey Map Filed Concurrently)

Applicability:

This Type I Lot Line Adjustment and/or Lot Consolidation is valid only if no new lots are created and the adjusted lots comply with the requirements of the City of Gresham Community Development Code (GCDC) Standards, with the exception of 5.0100, 5.0210, 5.0300, 5.0400, 5.0500, 9.0100, and 9.0500 and Appendix 5.000.

<u>NOTE</u>: An appointment is required for the filing of an "over the counter" lot line adjustment. Please call the Planner on Duty at 503-618-2780 to schedule this appointment.

The City of Gresham will process lot line adjustments "over the counter" or within a few days whenever possible. Properties subject to easements, utility conflicts or those with complex metes and bounds descriptions may require a longer review period.

Procedures:

- 1. Submittal of Preliminary Plan a preliminary plan showing the adjustment/consolidation that is proposed will need to be submitted as provided below. The preliminary plan is a drawing showing the changes that you want to make. A part of the submittal requirements is showing how the proposed changes results in lots or parcels that comply with the lot dimensional and general requirements of the Gresham Community Development Code.
- 2. Submittal of the Final Survey Map, adjusted deed descriptions, and a deed description for the area being "adjusted" (not applicable to lot consolidations), as provided below.
- 3. Within one (1) year of being approved, the stamped and signed copies of the Final Survey Map and Deed Descriptions will need to be submitted at the Multnomah County Assessment and Taxation Office (503-988-3375) and recorded at the Multnomah County Records Office. This office is located at 501 SE Hawthorne in Portland. It is advisable to contact the Assessment and Taxation Office prior to submittal (503-988-3375) to ensure that you bring with you any additional items they may require.
- 4. The approved stamped and signed copies of the Final Survey Map and Deed Descriptions will also need to be recorded at the Multnomah County Records Office, also located at 501 SE Hawthorne in Portland.
- 5. The original Final Approved Survey Map will need to be filed with the Multnomah County Surveyor at 1600 SE 190th Avenue, which is located in Gresham.
- 6. Please note that the actual property line is not moved until a deed to transfer title is also recorded with the County Recorder, accompanied by a paper copy of the approved final survey map.

7.	After recording, return a copy of the newly recorded document with book and page number to the City of Gresham at 1333 NW Eastman Parkway, Attn: Development Planning.

Prelin	ninary Plan Application Submittal Requirements:
The ap	oplicant must submit a completed application form and the following:
	Completed development permit application form.
	2 copies of a written statement explaining the proposal and addressing the standards of the
	applicable sections of Article IV, VI & IX of the Gresham Development Code. Note: Review is
	not necessarily limited to these articles.
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	Show the date, north arrow, and standard engineer's scale on site plan
	Show the Assessor's Map and Tax Lot numbers on the site plan.
	☐ Site Plan has been stamped by an Oregon licensed Land Surveyor
	☐ Show <i>existing</i> dimensions and square footage of the parcels involved.
	☐ Show the <i>proposed</i> dimensions and square footage of the parcels involved.
	☐ Clearly label the existing property line proposed for removal or adjustment. Clearly show
	the proposed adjusted property line.
	☐ Show all adjacent streets, include names (City and County, if applicable), and right-of-way
	widths.
	☐ Show any planned future streets
	☐ Show existing and proposed access to each lot or parcel.
	Show all dimensions of existing and proposed easements. Indicate type of easement and
	recording reference (Book & Page Number).
	Show the location of all public and private utilities on site and in the adjacent right-of-way.
	Show the location of all public and private utilities of site and in the adjacent right-of-way. Show the location and setbacks and height of all existing structures, including those under
	pending building permits.
	Show all utility poles, hydrants and other appurtenances along the property frontage(s).
ш	One of the following:
	 Notarized signature of owner(s) or
	 Owner's notarized authorization letter and notarized signature of representative
	• If signing for a company, corporation, etc., must include permission, on letterhead,
	authorizing the signer to endorse the application for the company, corporation, etc.
	Submit a (preliminary) title report for each parcel. Title report(s) must have been issued within
	one year of the date the application is submitted and show the current property owner.
	The required fee. ¹
	The copies must be folded to approximately 8½"x11" and collected into separate packets.
	Proof that each lot involved is an independent lot of record.
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	If any parcel or lot contains structures other than single-family residences, submit additional
	information demonstrating that the adjusted line will not conflict with applicable Building Code
	requirements.
	Survey Map Submittal Requirements:
	Completed development permit application form (can be done jointly on Lot Line Adjustment
	or Consolidation application form).
	4 copies of the final survey map (which needs to be approvable by the County Surveyor ²)
	4 copies of the adjusted legal descriptions (which needs to be approvable by the County
	Surveyor)

¹ Contact the Planner on Duty at 503-618-2780 or pod@ci.gresham.or.us for current fee.
² It is advisable to have the County verify that the final map is approvable prior to submittal to the City of Gresham. Page 3 of 7
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☐ The required fee.
Project Information (to be completed by applicant):
Description of Proposal (existing lot sizes, proposed lot sizes):
Addresses of Site:
State ID Numbers:
Land Use District and Overlay Districts (if applicable):
Name of Applicant or Representative:
Applicant Telephone Number:
Name of Owner(s):

Findings:

- 1. The adjusted lots comply with District lot dimension and setback standards (see tables on following page).
- 2. The lot arrangement is such that there are no foreseeable difficulties, for reason of topography or other condition, in securing building permits to build on all lots in compliance with the requirements of the Gresham Development Code
- 3. No new lots or parcels are being created through the proposal.
- 4. The adjustment does not reduce the parking for either lot below the minimum required for the uses on the lots.
- 5. Evidence was provided to indicate that each lot is an independent lot of record.

Lot Size, Dimension and Setback Findings:

Parcel Number	Required lot size Existing lot size Proposed lot size		Proposed lot size

Parcel Number	Required lot	Existing lot	Proposed lot
raicei Nuilibei	dimensions	dimensions	dimensions
	Depth	Depth	Depth
	Width	Width	Width
	Frontage	Frontage	Frontage
	Depth	Depth	Depth
	Width	Width	Width
	Frontage	Frontage	Frontage
	Depth	Depth	Depth
	Width	Width	Width
	Frontage	Frontage	Frontage
	Depth	Depth	Depth
	Width	Width	Width
	Frontage	Frontage	Frontage

The following must be completed for each parcel with an existing structure:

House Address	Minimum setbacks	Existing setbacks Proposed setbacks	
	Rear	Rear	Rear
	Side	Side	Side
	Side	Side	Side
	Front	Front	Front
	Rear	Rear	Rear
	Side	Side	Side
	Side	Side	Side
	Front	Front	Front
	Rear	Rear	Rear
	Side	Side	Side
	Side	Side	Side
	Front	Front	Front
	Rear	Rear	Rear
	Side	Side	Side
	Side	Side	Side
	Front	Front	Front

Information Items & Recommendations:

- 1. It is required that if the property line adjustment results in private utilities benefiting one tax lot are located in the portion of the site to be conveyed to another tax lot, that these utilities be relocated or private easements be recorded over these utilities prior to, or in conjunction with the conveyance of property.
- 2. Where easements are required, provide a copy of the easement document for review. Additional review time may be needed.
- 3. Any pre-existing non-conforming situation on either property is not validated by the approval of this property line adjustment approval.

Decision:

Based on a review of the site plan and drawings, the City of Gresham approves this Type I Lot Line Adjustment and/or Lot Consolidation with the following conditions:

- 1. The approved final map, along with the deeds transferring ownership, must be recorded with Multnomah County Deed Records within one (1) year of the signing of the Final Survey Map and Deed Descriptions.
- 2. Provide to the City of Gresham Development Planning Division a copy of all newly recorded documents with book and page number.

3.	Other:			

Appeal Process:

Required Signatures:

matter.
Property owner(s) or representative signature:
Property owner(s) or representative name (printed):
Development Planning Manager/Designee Signature:
Development Engineering Supervisor/Designee (printed):
Date of Approval:
Appeal Deadline: 5 pm on
Applicant or representative signature if appeal rights are waived:
If you have questions about the requirements or process, please contact the Planner on Duty at 503-618-2780

I/we affirm that I/we have read and understand the conditions listed above. I/we also verify that I am the property owner or an authorized representative of the property owner and authorized to act in this